

Hoffman Estates Police Department, Hoffman Estates, IL



Site Visit Summary

Inspection Station Location Name: Hoffman Estates Police Department

Street Address: 1200 Gannon Dr.

City, State: Hoffman Estates, IL 60195

Phone: 847-781-2804

Email: Steven.Casstevens@HoffmanEstates.org

Web Site: www.hoffmanestates.org/police/traffic

Date Visited: June 24, 25, 2002 **Observation conducted by:** Janet Dewey-Kollen and Julie K. Prom

Type of Agency/Organization: Police Department

Type of service: ☐ Fixed Site ☐ Mobile ☒ Both

Inspections Completed per Month: 125+ = 35 + at fixed site and 90+ at mobile sites

Annual Budget (including in-kind personnel costs):

☐ \$5001 – 15,000 ☐ \$15,001 – 25,000 ☐ \$25,001 – 50,000 ☐ \$50,001 – 75,000 ☒ Over \$75,000

Geographical Setting: ☐ Urban ☒ Suburban ☐ Rural

Program Setting:

The Village of Hoffman Estates, IL, is a northwestern suburb of Chicago with a population of 49,500 and an average household income of \$52,600. The Hoffman Estates Police Department has 142 employees, 97 are sworn police officers. Hoffman Estates is one of 38 communities in the State of Illinois (a state with a secondary enforcement safety belt law) that has passed a city ordinance making safety belt use a primary enforcement law.

Populations Served:

Residents of Hoffman Estates and from surrounding communities are served with special emphasis on low income and Hispanic populations. HEPD operates a Hispanic Resource Center out of an office in a predominantly Hispanic apartment complex. Several of the officers and other staff speak Spanish, and brochures are available in Spanish. The HRC promotes child passenger safety in general and provides inspection services by appointment in addition to other community services and resources.

OPERATIONAL DETAILS:

Hoffman Estates Police Department (HEPD) began its child safety seat inspection service in 1993 by holding a check-up event in the HEPD parking lot. Since then it has grown to a fixed site at the HEPD and the HEPD Hispanic Resource Center, as well as a mobile site at the local Babies 'R' Us. Services are provided at no cost to the general public. Daily inspections are conducted in the police station parking lot with access to a garage during inclement weather. The mobile inspections are held once a month from March through October. Inspections are also conducted at the HEPD's Hispanic Resource Center during the week.

Service Delivery Schedule:

Fixed site, set days/hours, drop-in basis: The general public can access HEPD's inspection services at the police station 24 hours a day, 7 days a week. Appointments are encouraged but walk-ins are usually accommodated.

Fixed site, set days/hours, by appointment: The general public can call to make an appointment for inspection services at the police station 24 hours a day, 7 days a week. Calls are funneled through the HEPD Community Relations Department. If callers do not connect with a live person, they have the option of leaving a voice message. The inspectors make their own appointments.

Fixed site, by appointment only: Inspection services at the HEPD's Hispanic Resource Center (HRC) are done by appointment only. Appointments are available Monday through Saturday between 8:00 a.m. and 4:00 p.m. Appointments are made by calling the HEPD headquarters or the HRC office.

Mobile site, set days/hours, drop-in basis: HEPD and other partners provide inspection services in the Babies 'R' Us parking lot once a month from March through October. These are open to the general public.

The HEPD does not charge the public for child safety seat inspections.

Tools and equipment used for inspections: HEPD's station is equipped with basic materials for inspections including up-to-date recall lists, CSS Manufacturer's Instructions, locking clips, belt-shortening clips, replacement seats, foam noodles, slip guard material, hemostats, vinyl gloves, and educational hand-outs.

Data Collection: HEPD uses a standardized "inspection checklist" distributed by the International Association of Chiefs of Police (IACP). Completed inspection forms are hand-tallied and filed. A database is used to track number of inspections completed and replacement seats distributed. A HEPD case number is issued for each inspection so that departmental activity and seats inspected can be tracked easily.

Inspection process: At the police station and the Hispanic Resource Center, a typical inspection begins with the CPS Technician radioing to the dispatcher for a case number. All these inspections are given a case number to help track number of inspections and officer's activity.

At all three sites (fixed and mobile), the parent/caregiver is asked to complete a form containing information about the child (children) whose seat(s) is to be inspected. A liability waiver is also included in the form. Inspectors strongly emphasize that children must be present to determine whether the child (children) is in an age and size appropriate safety seat, and whether the child is buckled into the seat correctly. However, inspections are still conducted when a child is not present.

The inspector observes how the seat is installed upon arrival and makes recommendations as needed. Participants receive hands on instructions and are encouraged to install the seat themselves after demonstration. Inspectors encourage parents to come back to have the safety seat installations in other family vehicles inspected as well. Inspectors discuss with families future safety restraint needs for the child and discuss restraint use for other children in the family. Inspectors involve children as age appropriate mainly by reinforcing safety restraint use and by asking older kids to adjust buckles and straps as necessary. Inspectors distribute parent education materials, complete seat registration cards, and distribute promotional material as appropriate.

Replacement Seat Policy: This station's policy is to replace seats free of charge on a selective basis. However, voluntary donations are accepted. Only seats that are older than 6 years, were purchased at a secondhand store or garage sale, are the wrong size/type for the child, have been in a crash, or have gross safety recall issues are replaced, if the child is present.

The average number of replacement seats provided per month at fixed and mobile inspection stations:

Infant seats	2
Convertible seats/Combination seats	8
Belt-Positioning Booster seats	4
TOTAL	14

Over 1,300 safety seats have been distributed since the beginning of this program (this includes seats distributed to families in need who didn't have a seat). The average number of replacement seats provided per month can range from a low of 10 to a high of 15. Approximately 10 percent of safety seat inspections result in a replacement seat being issued. Typically, 60 percent of seats replaced are forward-facing, harnessed seats (convertibles or combination seats), 30 percent are belt-positioning booster seats and 10 percent are infant-only seats.

HEPD also partners with the local health department to distribute new seats to families participating in WIC or other low-income programs that do not have one. Through this service they distribute an additional 5 to 6 seats per month.

Funding for the replacement seats comes from an Illinois Department of Transportation grant, corporate sponsors such as SAFECO and Babies 'R' Us, civic groups like the Rotary Club, and church organizations. Additionally HEPD received seats through national groups such as Ford's Boost America program and General Motors. Replacement seats are acquired directly from manufacturers through the city purchasing process. Seats are stored on-site in the prisoner access garage and a trailer in the parking lot. An additional garage off-site is also used to store replacement seats.

HEPD does accept used seats for destruction purposes. All seats replaced during an inspection are also destroyed.

This site advertises the availability of replacement seats in event flyers and articles with a statement that they are for those in need who cannot afford to purchase a seat. The site has not had a problem with abuse of the program, mainly because they are willing and do turn people down.

Liability Insurance: HEPD's program is covered under the city's general liability policy.

STAFFING

HEPD has a total of 142 employees. Ninety-seven are sworn officers; the other 45 are civilians. Thirty-two of the employees have job descriptions that include child passenger safety education and inspection duties for the fixed site. Twenty employees and volunteers from the community perform various functions at the mobile site.

Administrator (fixed site and mobile site) Paid Position? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Employee <input checked="" type="checkbox"/> (In-kind Compensation) # at this site: 1	Title : Assistant Chief of Police Training Required: Sworn Police Officer, Public Relations skills, management and budgeting skills, Current AAA/NHTSA CPS Technician Instructor certification. Time: CPS Program requires 5% of time. Duties: Oversees entire CPS program including inspections, training, ensuring officer and other staff availability, budgeting, fundraising, publicity, community outreach, education, scheduling events, and data tracking. Performs hands-on inspections when needed.
Senior Checker (mobile site only) Paid Position? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No (In-kind Compensation) # at this site: 3 Employee <input checked="" type="checkbox"/> Volunteer <input checked="" type="checkbox"/> (HEPD pays overtime for up to 6 officers to work at the mobile site, the rest are volunteers or persons paid by their employer to assist with the inspections.)	Title : CPS Technician Instructor Training Required: Current AAA/NHTSA CPS Technician Instructor certification. Requiring CPS Training complies with Union rules for selective overtime. Time: 100% of 4 hours one Saturday a month (March - October) Duties: Oversee inspections and ensure quality and accuracy.

<p>Inspector (fixed site) Paid Position? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No (In-kind Compensation)</p> <p># at this site: 30 (rotating shifts) 8 - 9 from 8 a.m. to 4 p.m. 4 - 5 from 4 p.m. to 8:00 a.m. Employee <input checked="" type="checkbox"/></p> <p><i>(Paid as HEPD officers and civilian employee, no additional payment for inspection station services.)</i></p>	<p>Title: Community Relations Officer, Problem Oriented Police (POP) Officer, Traffic Sergeant, Traffic Officer, Traffic Service Officer (civilian), Patrol Officer</p> <p>Training Required: Sworn officer if applicable. Current AAA/NHTSA CPS Technician or Technician Instructor certification.</p> <p>Time: 15% of a 40-hour week - Community Relations Officer, POP Officer. 7% of a 40 hour week - Traffic Officers 5% of a 40 hour week - Traffic Sergeant, Traffic Services Officer</p> <p>Duties: Schedule appointments and perform child safety seat inspections. Interact with family, determine whether seat is installed correctly and whether seat is appropriate for child, remedy safety seat installation as needed, educate families/caregivers as to correct safety seat installation, and ensure all paperwork is complete.</p>
<p>Inspector (mobile site) Paid Position? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No (In-kind Compensation)</p> <p># at this site: 10</p> <p>Employee <input checked="" type="checkbox"/> Volunteer <input checked="" type="checkbox"/></p> <p><i>(HEPD pays overtime for up to 6 officers to work at the mobile site, the rest are volunteers or persons paid by their employer to assist with the inspections.)</i></p>	<p>Title: CPS Technician or Technician Instructor</p> <p>Training Required: Current AAA/NHTSA CPS Technician or Technician Instructor certification. Requiring CPS Training complies with Union rules for selective overtime.</p> <p>Time: 100% of 4 hours one Saturday a month (March - October)</p> <p>Duties: Perform child safety seat inspections. Interact with family at inspection, determine whether seat is installed correctly and whether seat is appropriate for child, remedy safety seat installation as needed and secure agreement with changes from senior checker, educate families/caregivers as to correct safety seat installation.</p>
<p>Recorder/Scribe/Assistant (mobile site only) Paid Position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No # at this site: 10 Volunteer <input checked="" type="checkbox"/></p>	<p>Title: Volunteer</p> <p>Training Required: none</p> <p>Time: 100% of 4 hours one Saturday a month (March - October)</p> <p>Duties: Records observations and comments during inspections and assists inspector as needed.</p>
<p>Traffic Control/Greeters (mobile site only) Paid Position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No # at this site: 2 Volunteer <input checked="" type="checkbox"/></p>	<p>Title: Volunteer</p> <p>Training Required: none</p> <p>Time: 100% of 4 hours one Saturday a month (March - October)</p> <p>Duties: Control traffic flow and greet families.</p>

Paid Staff: HEPD officers and 1 civilian are salaried employees. HEPD issued a Child Passenger Safety General Order requiring all sworn officers to attend the Operation Kids CPS training. Community Relations Officers, Traffic Division Officers, and the Traffic Division's civilian employee are required to be certified CPS Technicians and CPS activities are part of their regular duties. Additionally, the CPS General Order stipulates guidelines and procedures for traffic stops, transporting children in squad cars, child safety seat inspections, the child safety seat give-away program, and traffic crashes involving a child safety seat.

Use of Volunteers: Volunteers are used for the mobile site. The Citizen Police Academy Alumni Association provides most of the volunteers. The President of the Alumni Association recruits and schedules the volunteers. Surrounding communities' police and fire departments also provide assistance and usually pay their employees to assist.

The Alumni Association is a group of citizens who complete the HEPD's Citizen Academy and want to give back to the community by assisting the HEPD and its activities. There are approximately 50 members; 10 are involved in CPS activities. Volunteers are recruited through Association meetings, the Association newsletter, and emails.

Staff Turnover: This site does not have problems with turnover of staff. Since inception of the program only 3 patrol officers have not renewed their CPS Technician certification. The volunteer base fluctuates, but a fairly large pool is always available.

Staff Training and Continuing Education: All 97 of the HEPD officers have had at least four hours of child passenger training. Twenty-nine officers and one civilian employee are certified CPS Technicians. Additionally, the Assistant Chief of Police is a certified CPS Technician Instructor and the child passenger safety program coordinator. All officers and the civilian employee who are CPS Technicians or Technician Instructors are required to attend an 8-hour refresher course once a year. These trainings are attended during normal work hours and attendees receive their regular salary.

To ensure accurate information is being disseminated, inspections are regularly monitored by the program administrator, Assistant Chief of Police.

Updates and other emerging issues are disseminated via training memos and a quarterly newsletter to all personnel. An updated recall list is distributed every time there is a new recall.

PROMOTIONAL AND OUTREACH ACTIVITY

Various promotional activities are conducted to encourage the public to use the inspection station services including:

Give-away items (e.g. buttons, coloring books) – Early inspection station services were provided at the mobile site only. The site promoted its services by offering a free Beanie Baby to each child whose safety seat was inspected. This was a one-time promotion and was very successful.

Another promotion conducted early on was a check up event at a local "quick" oil change service provider. Every car that came in for a safety seat inspection received a free 10-point vehicle inspection. A radio station broadcasted live from the event. This promotion was also very successful.

These two activities raised CPS awareness in the community and started the Word of Mouth activity that sustains the program now.

Brochures/Flyers – The program distributes its "Did You know..." hand out at the police and fire department open houses, the city's 4th of July Festival, and local children's stores. The hand out is produced in bulk as a tear-off pad and is placed next to the child safety seat displays in the local children's stores. Staff believes that 20% of their business is related to the distribution of these handouts promoting the inspection station services.

During the early stages of the inspection station, flyers were distributed to all the local child care centers. Staff believes there was a minimal impact and discontinued this distribution method.

Newspaper ads/PSAs/articles – HEPD's services are featured in local newspaper articles occasionally throughout the year. The Village of Hoffman Estates employee newsletter mentions the inspection station two to three times a year. The inspection station is also a regular feature in the Hoffman Estates Citizen newsletter, which is published six times a year. Additionally, the city utility bills mention the site six to eight times a year. Initially, staff attributes this outreach to 60% of their business. Now that the site is established, staff believes that 10% of their business is related to these articles and ads.

Radio and Television ads/PSAs – This site does not use radio and broadcast stations to promote the services. Although it may get occasional mention in news stories, HEPD does advertise the inspection station on the city's cable channel, especially the week before the mobile site is scheduled. Staff believes this accounts for 5% of their business.

Word of Mouth – The program staff believes that 60% of their business comes via word of mouth.

Other – The program staff believes that the city's web site, which features a "Top Ten Common CSS Mistakes", and mentions the inspection station services and a list of contact numbers, is responsible for 5% of their business. The staff believes that 75% of the business at their mobile site is from people just "driving by" and word of mouth.

HEPD owns a large trailer with CPS messages; the Red, White, and Blue Team logo; and sponsoring agencies' logos painted on it. The trailer stores all the supplies necessary for the mobile inspection site.

"Specialized" activities - The HEPD program participated in Ford's Boost America program, with a focus on booster seat inspections and distributions.

Targeted Promotional and Outreach Activity: To further promote child passenger safety and raise awareness of the inspection station services, the Traffic Officers conduct 30 - 45 minute presentations at the local hospital's prenatal, infant CPR, and parenting classes twice a month. The county health department also refers families from their WIC (Women, Infants, and Children) and WINGS (Women In Need Growing Stronger) programs to HEPD for safety seat inspection services and the safety seat give-away program.

HEPD's Police Chaplain promotes the inspection station services through the NW Corridor Police Chaplain Association. This is a regional association with Chaplains taking the message to their local church sponsors. One church in particular raised money to purchase child safety seats for the program.

HEPD operates its Hispanic Resource Center out of an office in a predominantly Hispanic apartment complex. The hours of operation are 8 a.m. to 4 p.m. Monday through Saturday. HEPD officers are assigned to staff it 20 hours per week. Other city and county programs provide staffing the rest of the week. Several of the officers and other staff speak Spanish, and brochures are available in Spanish. The HRC promotes child passenger safety in general and provides inspection services by appointment in addition to other community services and resources.

Key Promotional Partnerships: The HEPD inspection station staff believes that relationships with the Illinois Department of Transportation (IDOT), the HE Citizens Police Academy Alumni Association, the HE Fire Department, Schaumburg Police Department (neighboring community), St. Alexis Hospital, Babies 'R' Us, SAFECO, and the HE Rotary Club have been critical to the success of their program. Additionally, seats made available through IDOT, SAFECO, Babies 'R' Us, the Rotary Club, the Police Chaplaincy, and through the Ford and General Motors programs were critical to the program's success.

FUNDING AND BUDGET

The estimated annual budget for program support and replacement seats is \$5,550, not including personnel costs provided in-kind by the HEPD. Additionally, program staff estimate that \$27,500 was spent initially to set up the mobile site program, including tents, mobile trailer, and other necessary equipment and supplies.

In-Kind Services and Materials: HEPD provides in-kind support of approximately \$73,000 for the salaries and benefits of staff members listed above for the time they spend in inspection station related activities. This amount includes \$5720 in overtime for 6 officers/technicians to work the monthly mobile inspection clinics. Additionally, HEPD and other city departments provide the following in-kind services: office space, storage, supplies, public relations support, public works signage, administrative oversight and personnel support, and transportation services.

HEPD CPS Inspection Station Budget Overview

Expense	Amount	Subtotal
Program Support: (Tools equipments, printing, banners, promotional materials, supplies, etc.)	\$2,800	
<i>Subtotal</i>		\$2,800
Seats	\$2,750	
<i>Subtotal</i>		\$5,550
In-kind Personnel Costs	\$73,000	
Total		\$78,550

Funding: Funds for the HEPD Child Passenger Safety Program come from multiple sources including the Hoffman Estates Police Department, Illinois Department of Transportation, a local Rotary club, Safeco Insurance Company, the Hoffman Estates Citizen Police Academy Alumni Association, Babies 'R' Us and donations from individuals.

DEVELOPMENT OF THE INSPECTION STATION

In 1993, Steve Casstevens, an HEPD Traffic Sergeant who had been interested in child passenger safety, received approval to hold a child safety seat inspection event in the HEPD parking lot. The turnout was low, but the positive response from those that did attend encouraged HEPD to continue. In order to raise public awareness of CPS issues, another event was held that year at The Baby's Room, a local store. This not only gave the event more exposure, but also provided easy access to child safety seats if families needed a new one. This second event resulted in 30 child safety seat inspections and many happy families. From 1994-1998, HEPD committed to doing an event once a year in the HEPD parking lot.

HEPD started conducting Operation Kids courses in 1996 and offered inspection services by appointment on a very limited basis. In July 1998, HEPD held its first AAA/NHTSA Standardized CPS certification course. The first inspection event using certified CPS Technicians was heavily promoted. Every child whose seat was inspected received a free Beanie Baby. The event was overwhelmingly successful and families had to be turned away. HEPD committed to providing the inspection services more often (3 per year in 1998 and 1999). HEPD also moved the mobile site to the Babies 'R' Us location in late 1998 due to the need for more parking lot space.

Many CPS certification courses were held during 1998 and 1999 to get enough officers trained to meet the need. In late 1999, HEPD recognized that the three times per year schedule was not meeting the needs of the community and started offering services at the fixed site by appointment and on a drop in basis, and operating the mobile site one Saturday a month during March through October.

The resources most helpful to HEPD in the development of the inspection station were the IDOT, SAFECO, and the Police Chaplaincy for support and funding for start-up costs, CPS training, and safety seats. The support from the Village Board and the HEPD Police Chief was a key component of this program's success.

The inspection station personnel cited the following challenges and solutions during the initial development and setting up of this inspection station.

Challenge	Solution
Support of Chief of Police, Village Board, and Village Attorney	<ul style="list-style-type: none">• Provided data showing liability not an issue• Emphasized that Village money would not buy the safety seats• Pointed out that Police usually get bad PR (too reactive, enforcer without educating)• Pointed out CPS program would result in good PR for the police department and the city; would be seen as caring for the community• Pointed out that most operating costs could be covered by grants and donations
Raising community awareness of CPS	<ul style="list-style-type: none">• Provided incentives (Beanie Babies, Free 10-point inspection) to attend inspection events
Not enough trained staff; difficulty scheduling	<ul style="list-style-type: none">• Concentrated on training staff, held numerous courses• Rearranged schedules of trained officers to accommodate need

Challenge	Solution
Infrequent events (2-3/year) became overwhelming; couldn't meet the need	<ul style="list-style-type: none"> Went to monthly Saturday events March through October Sought assistance from neighboring communities Added appointment and drop-in services
Initial Mobile site space (The Baby's Room) was too small; poor traffic patterns	<ul style="list-style-type: none"> Moved mobile site to Babies 'R' Us
Tracking number of inspections cumbersome, especially at fixed site; difficult to produce totals for annual reports, articles, etc.	<ul style="list-style-type: none"> Developed database to enter mobile site hand counts Began assigning case numbers to inspections done at fixed site (HEPD and HRC). Public Safety Education UCR Code is used exclusively for inspections; used to tabulate number of inspections Other data from the check up form is collected and tallied by hand and entered into a database; hard copies are filed.

ADMINISTRATIVE CHALLENGES AND SOLUTIONS

The inspection station personnel cited the following challenges and solutions involved in the on-going operation of this service.

Challenge	Solution
Providing too much written materials to participants, participants overwhelmed by information	<ul style="list-style-type: none"> Developed "Top Ten" list for participants, does not hand out anything else
Difficulty encouraging officers to work at mobile site on Saturday	<ul style="list-style-type: none"> Received IDOT grant money; used to pay overtime for up to 6 officers per Saturday Started Red, White and Blue CPS Team (Fire/Rescue, Medical, and Law Enforcement partnerships throughout the region focusing on CPS and assisting one another with resources and support)
Even with 30 officers holding CPS Technician or Technician Instructor certification, at times HEPD was still not meeting the need;	<ul style="list-style-type: none"> Encourage families to make an appointment If no one is available, make immediate referrals to others in the area; IDOT developed handbook that includes a list of all CPS inspection services in the state.
Large Hispanic community in Hoffman Estates; tend to mistrust police in general	<ul style="list-style-type: none"> HEPD officers and employees trained in "Command Spanish" and Spanish culture Spanish print materials produced Opened Hispanic Resource Center in predominantly Hispanic apartment complex; provide inspections by appointment; HEPD presence is appreciated by residents

Significant Changes Made to the Inspection Station Since It Began:

Administrative – Changed from strictly monthly drop-in services to fixed site with appointments available.

Location – Moved to larger parking lot for monthly inspections
Personnel – Additional, dedicated staff trained for inspections

Significant Changes to the Inspection Station Under Consideration or Imminent:

Personnel – Staffing monthly events may soon be more difficult, due to neighboring communities needing to staff their own sites, less time to help out one another. Would like to expand Community Relations Division and train more technicians and instructors in-house. Also, relying on the fact that the monthly event will become more manageable as families have many more options for service.

Circumstances That Would Cause the Inspection Station to Terminate:

A new Village administrator (Chief or Mayor) who no longer supported the program.
A new Village attorney that thought there was a liability risk and wouldn't support the program.
Lack of funds for child safety seats may cause a hindrance.

PROGRAM EVALUATION

The HEPD Child Safety Seat Inspection Station program is self-evaluated, based on the quantity and quality of inspections, customer satisfaction (mobile site only) and patterns of misuse. Evaluation activities include review of inspection forms, observation of staff during inspections, and at the mobile site a customer satisfaction survey is distributed. At one time, HEPD tracked where families came to the HEPD program from to help determine community need, but this became too time consuming and not very useful.

ADDITIONAL COMMENTS AND RECOMMENDATIONS FROM SITE FOR OTHERS

What are the most FREQUENT reasons people give you for using your service?

The service is convenient, frustration with installing seat, do not understand car seat instructions.

Have you identified reasons why more people in your target DO NOT utilize your service?

Unaware service is available, lack of CPS awareness
Hispanic community - tend to have a mistrust of police in general; HRC has resolved a lot of this

If you had the chance to start over again, is there anything you would do differently? If yes, explain:

Encourage more people to be trained in surrounding communities sooner; HEPD was the only place for services for too long causing stressful workloads.

What would you recommend to other organizations starting an inspection station as the most important things to do? Get “buy-in” from top administrators, begin slowly (a few CPS Techs, appointments one day a week); build confidence in the program with small successes; team up with community groups and form a coalition to share staff, costs and resources; seek sponsors, establish funding partners, seek small amounts and build confidence--share successes (even incremental) of the program with administrators, partners, and sponsors; provide recognition to administrators, partners, and sponsors.

What would you recommend to other organizations starting an inspection station as the most important things to avoid? Don't try it alone; build partnerships.

CHILD SAFETY SEAT MISUSE TRENDS

Overall, the top three misuses observed by this inspection station are: safety belt NOT holding seat tightly, locking clip used incorrectly or not used when needed, safety seat harness in the wrong slots.

The most common infant seat misuse observed is: infant facing forward too early.

The most common convertible or forward-facing only seat with harness misuse observed is: harness in the wrong slots.

The most common booster seat misuse observed is: shoulder belt under arm or behind back of child.

The most common safety belt misuse observed is: child too small/young for adult safety belt.

**Hoffman Estates Police Department
Sample Materials**

HOFFMAN ESTATES POLICE DEPARTMENT

General Order No. 34

CHILD PASSENGER SAFETY

Effective Date: April 23, 2001

CALEA Ref: N/A

**INDEXED: Child Passenger Safety
Child Seat Inspections**

I PURPOSE

The purpose of this Order is to establish guidelines and procedures when dealing with issues surrounding child passenger safety.

II POLICY

It is the policy of the Department to help ensure the safety of children traveling in motor vehicles on our roadways. This goal can be accomplished through means of enforcement, education, and by providing the means for citizens to obtain child safety seats.

III DEFINITIONS

Certified Child Passenger Safety Technician: Any person who has successfully completed the 32-hour NHTSA Standardized Child Passenger Safety Training Course, has been subsequently issued a Technician number, and whose certification is currently valid.

IV PROCEDURE

A. Traffic Stop Encounters

1. It is the responsibility of every officer to take appropriate action on a traffic stop when there is a violation of the child passenger safety law. Options for officers may include:
 - a. Issuing a citation when a child is not properly secured.

- b. If no child seat is present, the officer may provide the motorist with the information to contact the Traffic Section to obtain a child seat.
- c. For a child seat that is present, but not properly secured, the officer may either correct the seat (if a certified Technician) or refer the motorist to the Traffic Section to schedule an appointment for a child seat inspection.
- d. Providing the motorist with written brochures/educational material regarding child passenger safety.

B. Transporting Children in Squad Cars

- 1. Situations may arise where an officer may be required to transport a child who is required by law to be transported in a child seat (arrest of a parent, crash scene, etc). In these situations, officers should remember the following:
 - a. Do not transport a child in a child seat which is installed in the back seat of a squad car that is equipped with a cage. The distance between the cage and the child seat may not meet the required distance for head excursion.
 - b. Do not transport a rear-facing child seat in the front seat if the vehicle is equipped with a passenger side air bag.
 - c. When the situation requires the transportation of a child, officers should call for a vehicle that is not equipped with a cage.
 - d. If a child seat is present in the violator's vehicle, officers shall use this child seat for transportation unless involved in a crash. Officers will ensure that the seat is properly installed. Whenever possible, ask for assistance from a certified CPS Technician.
 - e. If no child seat is present, officers will request that a supervisor or other officer obtain an appropriate child seat from the station to use to transport the child properly.
 - f. In all cases, a Child Seat Inspection Form shall be filed. **(See Attachment A)**

- g. Officers shall transport children in child seats that are installed as required by the manufacturer.

C. Child Seat Inspections

1. As a service to the public, the department will make officers available to conduct "one-on-one" child seat inspections. Only those officers who have been nationally certified as "Child Passenger Safety Technicians" may inspect/install child seats.
2. Each time a child seat is inspected, the inspecting officer will file an "Operation Kids Child Seat Inspection Form." This includes all scheduled inspections, as well as traffic stop situations. The officer will also assign a case number to the form. The original form will be forwarded to the Traffic Section.
3. The officer will ensure that the parent/guardian understands the proper installation, is an active participant in the installation, and can reproduce the install.

D. Child Seat Giveaway Program

1. The department at times has child seats available for those motorists who are unable to obtain one.
2. To obtain a child seat, the motorist must contact the Traffic Section to request a seat. A Traffic Officer (who is a certified Technician) shall determine the appropriate seat to give the motorist based on the age, weight, and height of the child, as well as the type of vehicle seat and seat belt restraint system.
3. The officer shall explain the proper installation of the child seat to the motorist and assist the motorist with the installation.
4. The officer shall file an "Operation Kids Child Seat Inspection Form" and assign a case number.

E. Traffic Crashes Involving Child Seats

1. On occasion officers will investigate traffic crashes where a child seat was involved. **It is recommended that a child seat not be used after it has been involved in a crash.**

2. Except for cases of a very minor crash, with little or no vehicle damage, officers should inform the motorist that it is recommended that the child seat be replaced.
3. It is important that documentation of child seat performance in a crash is included in the crash report.
 - a. When a child is in a child seat and involved in a crash, officers will make every effort to not remove the child seat from the vehicle until full documentation of its installation has been made.
 - b. Whenever possible, a Traffic Officer or other certified CPS Technician should inspect the child seat and document as much information as possible about the seat and its installation.
 - c. If the child was already removed from the child seat prior to their arrival, officers should still document as much information about the child seat as possible, and inquire to Fire personnel or others on the scene who may have removed the child as to how the child was secured.
4. Officers will use, if available, the **"Danger - Do Not Use"** sticker for child seats involved in a crash. **(See Attachment B)**
 - a. The officer shall place the sticker in a visible place on the child seat, preferably not on the fabric where it may be easily removed.
 - b. The officer will inform the motorist of the recommendation and advise them that Illinois law requires insurance companies to provide coverage that includes the replacement of a child seat that was involved in a crash (215 ILCS 5/143.32). The officer will provide the motorist with a contact name/phone number of the Traffic Section for additional information or to obtain a replacement child seat.
 - c. Officers will also recommend that the motorist inform their insurance company, as well as the child seat manufacturer.

- d. A supply of the "Do Not Use" warning stickers will be maintained by the Traffic Section Commander.

By Order Of:

Clinton J. Herdegen
Chief of Police

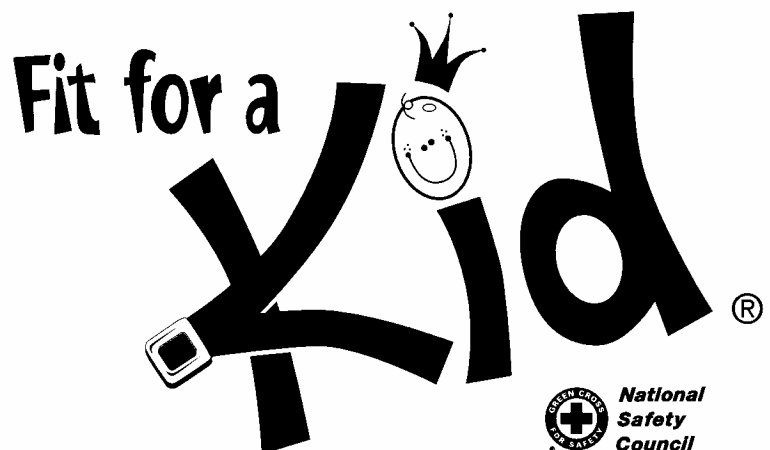
DISTRIBUTION: All Personnel



Child Safety Seat Inspection Form



Operation Kids



Please print clearly and fill in ● completely with pen or pencil.
Print firmly and in all capital letters as shown in sample:

A	E	H	R	Z	1	2	3	4	5	7	8
---	---	---	---	---	---	---	---	---	---	---	---

1. AGENCY INFORMATION *(To be completed by inspector)*

Agency Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	State	<input type="text"/>	<input type="text"/>	Inspector's AAA Technician No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Senior Checker No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Event Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Inspector's Name _____																
	MM	DD	YY																		

2. DRIVER INFORMATION (Section 2 to be completed by customer)

Driver's Name										FIRST NAME		MIDDLE		LAST NAME															
Relationship to child:										<input type="radio"/> Father		<input type="radio"/> Mother		<input type="radio"/> Guardian		<input type="radio"/> Grandparent		<input type="radio"/> Other		Repeat Customer:		<input type="radio"/> Yes		<input type="radio"/> No					
Home Address																													
City																				State				Zip					
Phone												-				-													
Email																													
How did you hear about event?										<input type="radio"/> Daycare/Doctors Office		<input type="radio"/> Newspaper		<input type="radio"/> Magazine		<input type="radio"/> Radio		<input type="radio"/> Web Site		<input type="radio"/> Dealership		<input type="radio"/> Friends or Relatives		<input type="radio"/> Mail		<input type="radio"/> Drive-By		<input type="radio"/> Other (Specify)	

OPTIONAL:

Age: ☐ Under 20 ☐ 20-30 ☐ 31-40 ☐ 41-50 ☐ 51-60 ☐ 61-70+ Sex: ☐ M ☐ F

Education: ☐ Grade School ☐ Some High School ☐ High School Graduate ☐ Some College ☐ College Graduate
☐ Graduate/Professional Education

Race: ☐ Caucasian ☐ African American ☐ Hispanic ☐ Asian ☐ Native American ☐ Other _____

Income Range: ☐ Under \$20,000 ☐ \$20,001-\$40,000 ☐ \$40,001-\$60,000 ☐ \$60,001-\$80,000 ☐ \$80,001+

Additional information regarding safety programs/features or vehicles may be sent to you. If you do NOT wish to receive it, please check here. ☐

3. CHILD INFORMATION (Required)

Child Age: ☐ 0-6 mos. ☐ 7-12 mos. ☐ 13-18 mos. ☐ 19-24 mos. ☐ 2 yr. ☐ 3 yr. ☐ 4 yr. ☐ 5 yr. ☐ 6 yr. ☐ 7 yr. ☐ 8 yr. ☐ 8-12 yr.

Weight (lbs):

--	--

 Height (inches):

--	--

 Childs Date of Birth:

MM	

 /

DD	

 /

YY	

4. VEHICLE INFORMATION

Vehicle Make: ☐ Chrysler ☐ Dodge ☐ Jeep ☐ Mercedes ☐ Plymouth ☐ Other

Vehicle Year Vehicle Model

I understand and agree that the sole purpose of this program is to help reduce the incident of improper installation of child safety seats; that this inspection is being provided as a free service to me; that this program cannot fully evaluate the quality, safety, or condition of the car safety seat, the car safety seat provided or any component of my vehicle, including the seats or safety belts; and this program cannot guarantee my child's safety in a crash. For these reasons, I hereby release DaimlerChrysler and any program partners or participants, from any present or future liability for any injuries or dangers that may result from a vehicle collision or otherwise.

Driver's Signature _____ Date _____

Inspector MUST fill out either section 5, 6, 7, or 8 – AS THE SAFETY SEAT CAME INTO the inspection – before filling out section 9.

5. CHILD CAME INTO INSPECTION USING A SEAT BELT ONLY (No Safety Seat Used)

Type of Belt System Used: <input type="radio"/> Lap/Shoulder Belt <input type="radio"/> Lap Belt Only <input type="radio"/> Vest/Other		
Did the seat belt fit the child properly (child against seat back, shoulder belt over shoulder, lap belt low on hips, knees bent over seat)	<input type="radio"/> Yes <input type="radio"/> No	Recommended child be in child Safety Seat or Booster Seat <input type="radio"/> Yes <input type="radio"/> No
Restraint Used According to Directions	<input type="radio"/> Yes <input type="radio"/> No	After Market Belt Positioning Products Used <input type="radio"/> Yes <input type="radio"/> No

Proceed to Section 10

6. SEAT CAME IN REAR-FACING

Note: A child should be rear facing until **at least one year of age AND at least 20 lbs.** If a child is less than one year and over 20 lbs., then a seat with greater weight limits in the rear-facing position should be used. Keep child rear facing as long as possible.

Type of Vehicle System Used:	<input type="radio"/> Lap Only	<input type="radio"/> Lap/Shoulder	<input type="radio"/> LATCH
Type of Retractor:	<input type="radio"/> ALR	<input type="radio"/> Switchable	<input type="radio"/> ELR
Seat in Front of Air Bag	<input type="radio"/> Yes	<input type="radio"/> No	
Child Within Mfg.'s Recommended Weight/Height Range	<input type="radio"/> Yes	<input type="radio"/> No	
Seat Facing Appropriate Direction	<input type="radio"/> Yes	<input type="radio"/> No	
Seat Correctly Reclined (30-45 degrees)	<input type="radio"/> Yes	<input type="radio"/> No	
Harness Straps at or Below Shoulders	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Harness Straps Snug (one finger test)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Harness Retainer Clip Present (if required in instructions)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Harness Retainer Clip Threaded Correctly	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Harness Retainer Clip at Armpit Level	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
After Market Products Used	<input type="radio"/> Yes	<input type="radio"/> No	
Carry Handle in Proper Position	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Safety Belt Routed Correctly	<input type="radio"/> Yes	<input type="radio"/> No	
Safety Belt/LATCH Holding Seat Tightly in Vehicle (one inch test)	<input type="radio"/> Yes	<input type="radio"/> No	
LATCH Used Correctly	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Safety Belt in Locked Mode	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
How? <input type="radio"/> Switched/ALR Retractor <input type="radio"/> Locking Clip <input type="radio"/> Latch Plate			
Locking Clip Installed Correctly (if used)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Tether Used (Not Recommended for most RF Seats)	<input type="radio"/> Yes	<input type="radio"/> No	
Rear Facing Tether Used Correctly	<input type="radio"/> Yes	<input type="radio"/> No	

Proceed to Section 9

7. SEAT CAME IN FORWARD-FACING

Note: A child should be over one year of age and **at least 20 lbs.**

Type of Vehicle System Used:	<input type="radio"/> Lap Only	<input type="radio"/> Lap/Shoulder	<input type="radio"/> LATCH
Type of Retractor:	<input type="radio"/> ALR	<input type="radio"/> Switchable	<input type="radio"/> ELR
Type of Seat: <input type="radio"/> 5 PT - Harness <input type="radio"/> T - Shield <input type="radio"/> Tray Shield <input type="radio"/> Integrated			
Child Within Mfg.'s Recommended Weight/Height Range	<input type="radio"/> Yes	<input type="radio"/> No	
Seat Facing Appropriate Direction	<input type="radio"/> Yes	<input type="radio"/> No	
Seat Upright	<input type="radio"/> Yes	<input type="radio"/> No	
Harness Straps at or Above Shoulders (Reinforced Position)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Harness Straps Snug (one finger test)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Harness Retainer Clip Present (if required in instructions)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Harness Retainer Clip Threaded Correctly	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Harness Retainer Clip at Armpit Level	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
After Market Products Used	<input type="radio"/> Yes	<input type="radio"/> No	
Safety Belt Routed Correctly	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Safety Belt/LATCH Holding Seat Tightly in Vehicle (one inch test)	<input type="radio"/> Yes	<input type="radio"/> No	
LATCH Used Correctly	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Safety Belt in Locked Mode	<input type="radio"/> Yes	<input type="radio"/> No	
How? <input type="radio"/> Switched/ALR Retractor <input type="radio"/> Locking Clip <input type="radio"/> Latch Plate			
Locking Clip Installed Correctly (if used)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Upper Tether Present on Child Seat	<input type="radio"/> Yes	<input type="radio"/> No	
Tether Used	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Tether Used Correctly	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A

Proceed to Section 9

8. CAME IN USING BOOSTER SEAT

Note: A child should be at least 40 lbs. before graduating into a booster seat.

<input type="radio"/> Belt Positioning Booster:	<input type="radio"/> No Back (Booster Base)	<input type="radio"/> High Back (No Harness)
<input type="radio"/> Shield Booster (Not to be used for children over 40 lbs., best practice any child under 40 lbs. should be in FF child seat)		
Type of Vehicle System Used:	<input type="radio"/> Lap Only	<input type="radio"/> Lap/Shoulder
Type of Retractor:	<input type="radio"/> ALR	<input type="radio"/> Switchable <input type="radio"/> ELR
Child Within Mfg.'s Recommended Weight/Height Range	<input type="radio"/> Yes	<input type="radio"/> No
Safety Belt Routed Correctly Around Child	<input type="radio"/> Yes	<input type="radio"/> No
Lap/Shoulder Belt Fits Child Properly [Belt Positioning Booster Only]	<input type="radio"/> Yes	<input type="radio"/> No <input type="radio"/> N/A
After Market Belt Positioning Products Used	<input type="radio"/> Yes	<input type="radio"/> No
Safety Belt in Locked Mode [Shield Only]	<input type="radio"/> Yes	<input type="radio"/> No
How? <input type="radio"/> Switched/ALR Retractor <input type="radio"/> Locking Clip <input type="radio"/> Latch Plate		
Shield Snug Against Child	<input type="radio"/> Yes	<input type="radio"/> No <input type="radio"/> N/A
Safety Belt Holding Seat Tightly in Vehicle (one inch test) [Shield Only]	<input type="radio"/> Yes	<input type="radio"/> No <input type="radio"/> N/A
Locking Clip Installed Correctly (if used) [Shield Only]	<input type="radio"/> Yes	<input type="radio"/> No <input type="radio"/> N/A

Proceed to Section 9

INSPECTOR MUST FILL OUT THIS SECTION

9. SAFETY SEAT INFORMATION (As the seat came in)

Type of seat:	<input type="radio"/> Infant	<input type="radio"/> Convertible	<input type="radio"/> Forward Facing Only
	<input type="radio"/> Booster	<input type="radio"/> Other	
Make of seat:	<input type="radio"/> Century	<input type="radio"/> Graco	<input type="radio"/> Evenflo <input type="radio"/> Cosco
	<input type="radio"/> Britax	<input type="radio"/> Fisher-Price	<input type="radio"/> Other
Name of Seat			
Model Number			
Date of Manufacture	MM DD YY		
Meets FMVSS 213:	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> Do Not Know
Seat Involved in Crash:	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> Do Not Know
Recalled:	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Unknown
Original Owner of Child Safety Seat:	<input type="radio"/> No	<input type="radio"/> Yes	
Seat Installed:	<input type="radio"/> With Child Present	<input type="radio"/> Without Child Present	
Passenger Air Bag Present:	<input type="radio"/> No	<input type="radio"/> Yes	
Disabled or On/Off Switch in Off Position:	<input type="radio"/> No	<input type="radio"/> Yes	

10. RECOMMENDATIONS

D	<input type="radio"/> X	<input type="radio"/> X
	<input type="radio"/> L	<input type="radio"/> L
	<input type="radio"/> X	<input type="radio"/> X
	<input type="radio"/> L	<input type="radio"/> L
L	<input type="radio"/> X	<input type="radio"/> X
	<input type="radio"/> L	<input type="radio"/> L
	<input type="radio"/> X	<input type="radio"/> X
	<input type="radio"/> L	<input type="radio"/> L
D = Driver		
<input type="radio"/> Mark with an X the position where seat or child came into inspection		
<input type="radio"/> Mark with an L the position where seat or child left inspection		
<input type="radio"/> Seat came in installed and used correctly		
<input type="radio"/> Seat came in installed but not used correctly		
<input type="radio"/> Seat came in uninstalled		
<input type="radio"/> Child came in with no seat		
Loaner/new seat provided <input type="radio"/> Yes <input type="radio"/> No		
<input type="radio"/> Convertible <input type="radio"/> Booster		
Tether anchor installed <input type="radio"/> Yes <input type="radio"/> No		
Tether strap present <input type="radio"/> Yes <input type="radio"/> No		
Recommended purchase new seat <input type="radio"/> Yes <input type="radio"/> No		

Note: _____

I understand and accept the recommendations made by the child safety seat inspector. I was the last person to install the child safety seat in my vehicle and I was the last person to place my child in the restraint system.

Driver's Signature _____

☐ over for additional comments

5/01

Additional Comments: _____

INSPECTOR RESOURCE INFORMATION

Child Safety Seat Manufacturer Hotlines:

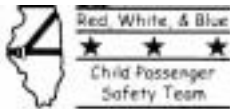
Britax	888-427-4829	Evenflo/Gerry	800-543-8954
Graco/Century	800-837-4044	Fisher-Price	800-432-5437
Cosco	800-544-1108	Kolcraft/Playskool	800-453-7673

State Highway Safety Offices:

Alabama: 334-242-8672	Kentucky: 502-695-6356	North Dakota: 701-328-4865
Alaska: 907-465-4371	Louisiana: 225-925-6991	Ohio: 614-466-3250
Arizona: 602-255-3216	Maine: 207-624-8756	Oklahoma: 405-521-6023
Arkansas: 501-569-2648	Maryland: 410-787-4017	Oregon: 503-986-4192
California: 916-262-0990	Massachusetts: 617-973-8904	Pennsylvania: 717-787-7350
Colorado: 303-757-9799	Michigan: 517-333-5291	Rhode Island: 401-222-3024
Connecticut: 860-594-2363	Minnesota: 651-296-9507	South Carolina: 803-896-8391
Delaware: 302-739-3295	Mississippi: 601-359-7842	South Dakota: 605-773-3178
D.C.: 202-939-8018	Missouri: 573-751-4161	Tennessee: 615-741-2589
Florida: 850-488-5455	Montana: 406-444-7301	Texas: 512-416-3167
Georgia: 404-656-6996	Nebraska: 402-471-2515	Utah: 801-293-2481
Hawaii: 808-587-2150	Nevada: 775-687-5720	Vermont: 802-244-1317
Idaho: 208-334-8100	New Hampshire: 603-271-2131	Virginia: 804-367-8140
Illinois: 217-782-4972	New Jersey: 609-633-9300	Washington: 360-753-6197
Indiana: 317-232-4220	New Mexico: 505-827-0427	West Virginia: 304-558-6080
Iowa: 515-281-3907	New York: 518-474-5111	Wisconsin: 608-266-0402
Kansas: 785-296-3756	North Carolina: 919-733-3083	Wyoming: 307-777-4450

Please submit original inspection forms monthly to:

**Systems Imaging
800 Vinial Street, Suite 310
Pittsburgh, PA 15212**



Child Passenger Safety Team



Your Opinion Counts! Please help us evaluate our program.

Inspection Location: _____ Date: _____

How valuable was the car seat inspection to your family? 1 2 3 4 5 (1 = not 5 = very)

How knowledgeable was the inspection team? 1 2 3 4 5 (1 = not 5 = very)

How long was the wait to have your car seat(s) inspected? _____

Did you have an appointment prior to your arrival? Yes or No

Do you feel your car seat is more securely installed than before you attended this inspection event?

Yes or No

Do you feel your child is safer than before you attended this inspection event? Yes or No

Do you feel more confident in your own abilities to correctly install your car seat? Yes or No

How did you hear about this inspection event? ___driving by ___newspaper ___word of mouth

___flyer (instore/other) ___tv (cable/regular) ___radio ___other (please explain below)

Comments: _____



Messages on residential water bills, citizen newsletters, police website, etc.

The Hoffman Estates Police Department will be conducting child seat checkpoints at the Baby's-R-Us store on Roselle Rd. at Golf Rd. on the following dates in 2001: April 21, May 19, June 23, July 21, August 18, Sept 15 and Oct 13. For details contact Sgt. Perritano at 781-2846.

PLEASE SEE OTHER SIDE FOR ADDITIONAL BILLING INFORMATION

BILL DATE: 03/01/01



(left- A/C. Casstevens and a employee of Waste Management dispose of the used and unsafe child seats). Hoffman Estates Police win first place in Traffic Safety!

Over 95% of car seats are installed wrong. Hoffman Estates Police provide free safety car seat inspections throughout the year. You can also call us at 847-882-1818 or e-mail us to schedule an appointment.



The Hoffman Estates Child Passenger Safety Trailer will be on display July 7 and July 8 from 2 to 7 p.m. in the Village Hall grounds.

Free Child Seat Safety Check

Saturdays
July 21, Aug. 18
and Sept. 15
Noon to 3 p.m.
Babies R Us
Rt. 55 & Roselle Roads

Have your car's child seat inspected for damage, recalls and correct installation by nationally certified police officers.
Call Sgt. Joe Perritano at 781-2846



Citizen Police Academy Newsletter

"Without their assistance...we would not be as successful as we have been. Cudos to all who have helped us!"
A/C. Casstevens.

Department News You Can Use...

HECPAAA volunteers have been instrumental in assisting with the seven car seat check-up events held between April—October, 2001. In all, 508 child seats were checked at Babies 'R' Us. "I cannot thank the members of HECPAAA

enough for their help with each and every check-up event. Without their assistance, we would not be able to be as successful as we have been. Cudos to all who have helped us!", noted A/C. Steve Casstevens.

HEPD has also hired two new officers, Christina LaFrancis and Hugh Lynch (formerly of Elgin and Crystal Lake P.D., respectively). Ofc. Jorge Heredia has recently left HEPD to pursue a career with the Chicago P.D.